



Facility Coordinator

(Moving & Renovations)

OUR MISSION... *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Facilities / Moving & Renovations

Pay Grade: SWD 13

Hiring Salary Range: \$29,399.50 - \$40,402.62

Location: Atlanta, GA

Opens: July 20, 2015

Closes: July 24, 2015

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5668 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[Facility Coordinator](#)



Website: www.gba.ga.gov

Position Overview

Duties: Under General supervision, dispatch work orders and update work order system with current information. Manages a general supplies warehouse and tool room or sign shop for GBA Facilities Renovations Team. Maintains 24 hour emergency on call availability.

Qualifications (Agency Specific): Four years of experience in building repairs and maintenance or in the specific area of assignment, one of which was as a lead/supervisory level and must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Competencies: Ability to communicate effectively both orally and in writing. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Ability to perform basic mathematical computations. Ability to follow oral and written directions.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

